

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**DISABILITY COMPENSATION ADMINISTRATOR**  
**EM-08 / Oahu**

**Annual Salary Range: \$89,820 to \$124,596\***

**Opening Date: July 20, 2015**

**Closing Date: September 25, 2015**

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An Equal Opportunity Employer

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**RECRUITMENT INFORMATION**

Recruitment Number 15-068; In person interview may be required. Hiring rate will be based on qualifications, availability of funds, and other relevant factors. A continuous recruitment can close at any time.

**DUTIES SUMMARY**

Serves as the senior manager of a major division. Responsible for the administration and enforcement of the laws, rules and regulations governing the Workers' Compensation, Temporary Disability Insurance, Pre-paid Health, and Professional Employer Organization Programs.

- [Click here to view Class Specification](#)

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

- [Click here to view Minimum Qualification Specifications](#)

\*correction to maximum salary range 07.24.15

The Class Specification and Minimum Qualification Specifications can also be obtained from the Department of Human Resources Development website at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\)](#)

or visit the DLIR Website at <http://labor.hawaii.gov/jobs/application/>

or visit the Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays

**Submit completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.